Subject: SF1164 Claim for Reimbursement for Expenditures on Official Business

New functionality in CEFMS is designed to reimburse a qualified employee for a portion of the cost incurred for Professional Liability Insurance (PLI), cost associated with a qualified individual's purchase of tokens/tickets under the Mass Transportation Fringe Benefit Program, as well as reimbursement for approved miscellaneous expenses while on Official Business.

A new menu option, <u>SF1164 Claim for Reimbursement</u>, is located under Create Purchase Requests menu id: AACBA. There are three menu options under this new menu:

- SF1164 Purchase Request
- Approve/Certify Purchase Request
- Process Miscellaneous Disbursement

SF1164 Purchase Request – A purchase request must be entered for reimbursement.

On the header record of prac, the requesting and issued to organization codes will default to the org code of the user entering the information. If a user is entering the request for a user whose organization code is different from his own, then this defaulted value can be changed to reflect that of the requestor to ensure cost is charged correctly. Valid organization code can be typed over the defaulted value or selected from the F4 listing on these fields.

The technical and financial POC information is also defaulted to the id of the user creating the record. If it is more appropriate that a different user to be reflected as the technical or financial POC, these defaulted values can be changed to another valid employee on your database by typing over or selecting from the F4 listing provided.

Before committing the header record, the user **must** select an appropriate remark. After entering the financial POC, the user will automatically move to screen 2.34.1 where they should F4 for a listing of valid remarks. For SF1164 purposes, we have the following three remarks:

- 10 – SF1164 – Reimbursement for Professional Liability Insurance
- 11 – SF1164 – Reimbursement for Mass Transit
- 12 – SF1164 – Reimbursement for All Other Expenses

Once selected, the user will be able to commit the header record to assign the prac number and continue on to create the prac line item.

There are very few changes to the prac line item. It processes much like a regular contractual purchase request. The first and only significant change is that the user is required to enter the employee id no of the individual requesting the reimbursement

immediately following the line item no. It can be typed in if known, or selected from the F4 listing available on the field.

The system will automatically create a line item description using the id no and the remark selected on the prac header record. Standard fields are populated by the system, such as moa_code and contract use indicator.

Four new resource codes have been added as child records of 'BENEFITS' and 'MILPERSBEN' and should be used when creating purchase requests for Professional Liability Insurance or Mass Transit. They are as follows:

- PROFLIAB – Professional Liability Insurance (PLI) – Civilian Personnel
- PROFLIABM – Professional Liability Insurance (PLI) – Military Personnel
- MASSTRAN – Civilian Personnel
- MASSTRANM – Military Personnel

Approve/Certify Purchase Request - Once the line item is complete and committed, the prac requires approval and certification, the same as a regular purchase request.

The approver and certifier must use the approve/certify option provided in the new SF1164 menu. The prac number, if known, can be queried in by executing a query for the number, or if unknown, selected from the F4 listing provided. The F4 listing will pull in only those purchase requests entered as an SF1164. It is somewhat slower than querying in by a specific prac number, so it is convenient to have the prac number handy.

Process Miscellaneous Disbursement – A role is required to access this menu option. Guidance has been sent out to each site delegating the authority to process payments for PLI and Mass Transit reimbursement. The local Database Administrator (DBA) should grant the SF1164_AUTH role to those individuals at each site who have been delegated this authority.

Once assigned the SF1164 Approver role, a user should enter this option to create the payment record for reimbursement. The only valid miscellaneous disbursement type that can be created using this screen is 'SF1164'. It can be typed in the field or selected off the F4 listing provided.

The miscellaneous disbursement number will be assigned by the system and the cursor will come to the id no field. The user can type in the id no of the employee submitting the request for reimbursement, or select the request from the F4 listing. The F4 listing will provide the id no, the prac number and line item description, but it does take longer to query.

If selected from the F4 listing, the screen will populate all information related to the id no, the prac number and a certified balance for that line item. The user needs only to enter in the amount to be disbursed and commit the record. If the id no is typed in the field, the payee information and pay method code will populate. The user must then

select the prac number to be used in making the payment from the F4 list on the prac no field. The list will only pull in certified prac's linked to the id no typed in the id no field.

NOTE: No reimbursement can be processed for an employee that does not have EFT information loaded in their employee record. If EFT information is not found, the system will not allow the record to be committed.

The user creating this record is expected to be knowledgeable and therefore responsible for ensuring that all requirements for eligibility have been met. A message will appear when committing, to state that by approving this payment, the approver has verified that it is true and correct for payment.

Once committed, the user should print screen the record and attach to other required documentation to be forwarded to disbursing site.

Certification of Miscellaneous Disbursement - Certification of payment will be made by the servicing disbursing office.

A Disbursing Officer at the disbursing site will access this record from the regular Miscellaneous Disbursement screen located in the Expenditure/Disbursement Menu, under Other Miscellaneous Disbursements option. Record can be queried by executing an F2, F3 and selecting the record from all uncertified miscellaneous disbursements that pull in, or query for the specific miscellaneous disbursement number assigned when the record was created.

To certify, the Disbursing Officer must click the certify button. A message will appear when certifying, to state that by certifying payment, the certifier has verified that it is correct and proper for payment.